



**HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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**ARMY BULLETIN NO. 53**

**13 November 2002**

**PASSWORD POLICY FOR LOGISTICAL STAMIS  
(STANDARD ARMY MANAGEMENT INFORMATION SYSTEM) (G4-AMO)**

1. Reference: AR 380-19 Information Systems Security 27 February 1998
2. Scope:
  - a. DAMMS-R (Department of Army Movement Management Control System-Redesigned)
  - b. MTS (Movement Tracking System)
  - c. SAAS-MOD (Standard Army Ammunition System)
  - d. SAMS (Standard Army Maintenance System)
  - e. SARSS (Standard Army Retail Supply System)
  - f. SPBS-R (Standard Property Book System-Redesigned)
  - g. ULLS-A (Unit Level Logistics System-Aviation)
  - e. ULLS-G (Unit Level Logistics System-Ground)
  - f. ULLS-S4 (Unit Level Logistics System-S4)
3. Information systems for logistics are critical to every day operations, during peacetime and wartime. Following proper procedures on controlling passwords for these systems are essential. Numerous commander's guides, checklists, and user's manuals pertaining to the relevant LOG STAMIS outline these procedures. Following proper policies and procedures will not only ensure favorable results from an inspection (i.e. NGB CLRT, Command Logistic Review Team), but also be within regulatory requirements. The following responsibilities will be adhered to by all LOG STAMIS operators, and verified by their supervisors NLT 1 January 2003.

**a. Database administrators:**

- (1) All DBA (database administrator) *universal* passwords will be changed by the DBA. *Universal* passwords are passwords that are installed on initial software installation (i.e. ULLS-S4, ULLS-G), or passwords that are initially received with the system (i.e. SAMS). These passwords are used for initial LOG STAMIS access to set up accounts. LOG STAMIS *universal* passwords don't expire, they are identical, and therefore they must be changed.
- (2) Selected personnel designated either in writing, or by virtue of position (i.e. supply sergeants are the commanders designated representative for ULLS-S4), is the DBA, AR 380-19, 2-14b. The DBA password is the password that manages, generates, locks, unlocks, issues and controls all other user passwords and permissions.

(3) All DBA ID and passwords (not users) will be sealed in two envelopes. Outside the envelope will include the UIC (unit identification code), LOG STAMIS (i.e. ULLS-S4), date, location of system, name and phone number of individual filing. One copy will be retained in the unit's safe, and one copy in a secure location at the next level of command. Both envelopes will be kept current and secured. This envelope will only be used in emergencies.

(4) The DBA of the LOG STAMIS manages all user accounts, which includes: issuing, disabling, or deleting accounts of transferred users. If the system doesn't automate the procedure the DBA will ensure that all user passwords are changed every 180 days (AR 380-19, 2-14g). In the event the DBA is reassigned, discharged, or retired the DBA password will immediately be changed by the new DBA, and replace the previous envelope in the unit's safe.

(5) The DBA is responsible for compliance on all regulations that govern the logistic information system in which they manage, which includes password security and accesses.

**b. Users:**

- (1) Passwords will not be shared, AR 380-19, 2-14c.
- (2) The holder of the issued password is the only authorized user AR 380-19, 2-14f.
- (3) Users will notify the DBA if passwords are disclosed AR 380-19, 2-14e(4).

4. POC for this bulletin is W01 Eckenrode G4-AMO at (609) 562-0277 or email: glenn.eckenrode@nj.ngb.army.mil.

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